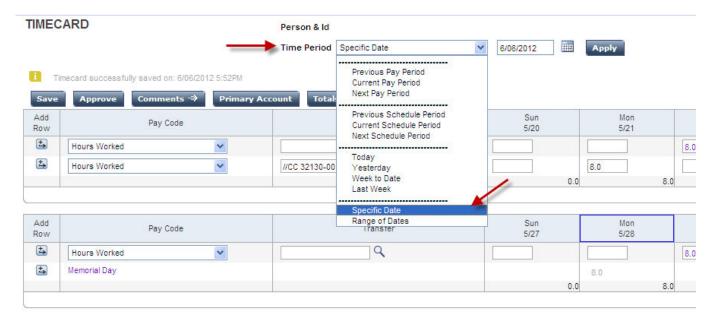


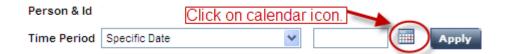
## **Employee Timecard View (HTML)**

Viewing Timecard Totals for a Specific Day

1. From the timecard, change the Time Period to Specific Date.



2. The Select Date window will display. Click on the calendar icon.



3. Select the desired date from the calendar and click OK.





## **Employee Timecard View**

Viewing Timecard Totals for a Specific Day

4. The date will populate the Select Date Window. Click Apply.



5. The timecard for the desired date will appear.



6. Click on the Totals Summary Tab to view the calculated timecard totals for the selected day.





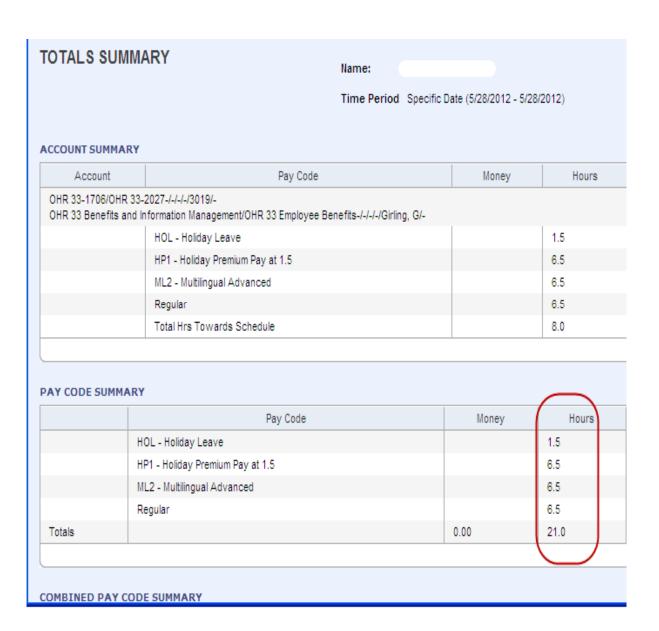
Page 2



## **Employee Timecard View**

Viewing Timecard Totals for a Specific Day

7. The timecard totals for the selected day will display.



8. Click the "x" in the upper right corner to close the timecard totals.

